

NAVSTA NORVA INSTRUCTION 1040.1D

Subj: CAREER INFORMATION PROGRAM (CIP)

Ref: (a) NAVPERS 15878H, Retention Team Manual
(b) NAVPERS 15560C, Naval Military Personnel Manual
(c) CINCPACFLTINST/CINCLANTFLTINST 1040.1E
(d) OPNAVINST 1040.11
(e) BUPERSINST 1040.5A

Encl: (1) Career Information Team Organization Chart
(2) Department/Division Career Counselor Nomination Letter
(3) Reenlistment Incentives
(4) Reenlistment Request Form
(5) Reenlistment Ceremony Procedures
(6) Career Development Board (CDB) Packages and Procedures

1. Purpose. To provide amplification of established organizational responsibilities and requirements for implementing and maintaining an effective Career Information Program (CIP) in accordance with references (a) through (e).

2. Cancellation. NAVSTANORVAINST 1040.1C.

3. Discussion. Retention of quality officers, chief petty officers, and enlisted personnel share top priority with mission readiness on board Naval Station Norfolk. Retention is a product of involved leadership. Those in decision-making positions at every level of the chain of command must be aware of the potential impact their actions may have upon our retention climate. The needs of our personnel must be a factor in every decision-making process. Reference (a) contains specific requirements regarding career information team organization and responsibilities. It also contains guidelines for establishing, maintaining, and evaluating a CIP. Reference (b) contains requirements regarding the sponsor program, identification of strikers, pre-separation and pre-retirement counseling. Reference (c) contains policy and program guidance. Reference (d) provides guidance for management and operation of

the Navy Retention Program. Reference (e) contains guidance on the formation of a standardized Career Development Board (CDB).

4. Background. The command structure of Naval Station Norfolk, by volume, diverse responsibilities, tasks and functions, requires a dynamic and effective CIP. This requires the full support and participation at all levels of the chain of command in keeping with the spirit and intent of the retention-related directives issued by higher authority.

5. Action. The organization of the Career Information Team and the responsibilities of each key member are delineated in references (a) and (c). Enclosure (1) displays the Career Information Team organization. Amplification of organizational relationships and responsibilities applicable to the Career Information Team is as follows:

a. Commanding Officer (CO). The CO is the senior member of the Career Information Team and, as such, provides for the training and services essential to support an active retention program.

b. Executive Officer (XO). As an essential part of the Career Information Team, the XO executes Naval Station Norfolk's retention policy and monitors the effectiveness of the Command Retention Program.

c. Department Heads. Department Heads are advocates of career naval service and actively encourage quality personnel to make the Navy a career. Department Heads are responsible for an effective retention team program within their department. Responsibilities are outlined in references (a) and (c). In addition, they will:

(1) Act as an integral part of the officer retention effort, conduct midterm performance counseling and provide the CO with input, to include items discussed and action taken. Department Heads will serve as points of contact to whom junior officers can turn to for career information.

(2) Ensure that midterm and annual counseling is conducted for all enlisted personnel and that evaluation counseling is conducted within CO and Chief of Naval Personnel policies.

(3) Screen department/division career counselor (DCC) reliefs and provide those nominated to the Command Career Counselor (CCC) for screening and approval by the XO.

(4) The departmental and each divisional career counselor shall be a career petty officer (E-5 or above) and must complete a two and a half-day Career Information and Training Course (CITC). Nominations will be made using the format contained in enclosure (2).

(5) Departments with less than 210 personnel assigned shall provide for a departmental career counselor and divisional career counselors to serve on a collateral duty basis, but with sufficient time allowed for them to devote to their retention team activities. For departments with 210 or more personnel, a full-time departmental counselor will be assigned and trained via the five-week CCC School earning a 9588 NEC.

d. Division Officers. Division Officers are Retention Team Coordinators for individual divisions. It is incumbent upon them (and their subordinates) to be familiar with the command's overall Retention Program. With respect to retention programs, the Division Officer's primary duty in fulfilling responsibilities to their personnel will be rendering enthusiastic support to division counselors and assistance to the CO. In addition, they will:

(1) Maintain communication with their Leading Chief Petty Officer (LCPO), Work Center Supervisor and Division Career Counselor in addressing military and career counseling topics.

(2) Maintain division/department records within limitations of the Privacy Act. These records will reflect personnel performance, training, welfare, reduction-in-rate and advancement data, and divisional retention data.

(3) Ensure personnel receive interviews as required by reference (a). This is the minimum requirement (additional interviews may be conducted).

(4) Maintain close supervision and provide effective counseling to those considered marginal performers.

e. Command Master Chief (CMDMC). The CMDMC will work in close association with the CCC in supporting the command's retention team effort by working with senior petty officers to

enhance the command retention and counseling effort and motivate the Navy's "number one" asset, the Sailor. He/She will ensure the complete involvement of the Chief Petty Officers in support of the command career information program. Additionally, the CMDMC will chair, coordinate, or advise the CO/XO on the following boards/programs:

- (1) Evaluation Review/Ranking
- (2) Sponsor Program
- (3) Sailor of the Year
- (4) CDB
- (5) Chief Petty Officer/Petty Officer Third Class Indoctrination.

f. CCC. The CCC is the CO's special assistant for enlisted retention. In both assigned duties and responsibilities, he/she will report directly to the CO/XO. The CCC will manage Naval Station Norfolk's Retention Program. Responsibilities for the overall administration of the command retention program include, but are not limited to:

- (1) Directing and monitoring the retention efforts of DCCs.
- (2) Conducting monthly training of Retention Team members on career information matters to ensure that basic information is available at the lowest possible level in the chain of command. Provide monthly training to DCCs on changes to Navy policies and counseling techniques.
- (3) Compiling and ensuring accuracy of Naval Station Norfolk's retention data. Provide the CO/XO with a monthly retention report.
- (4) Keeping the CO and XO informed of factors affecting retention onboard Naval Station Norfolk. Provide the CO with a monthly written report of retention-related activities.
- (5) Providing reenlistment ceremony support. Schedule reenlistments that will be attended by the CO or XO.

(6) Providing widest possible dissemination of information concerning all retention and professional development programs to ensure that all personnel are aware of any programs for which they may be eligible.

(7) Conducting quarterly inspections of all DCCs. Conduct a quarterly assessment of each department's career information program. Specific emphasis should be placed on compliance with command retention directives and the dissemination of timely/accurate information during required interviews. Provide written feedback to the chain of command.

(8) Screening records and interviewing reliefs of all DCCs prior to assignment.

(9) Maintaining Command Retention Program as outlined in references (a) and (c).

(10) Represent the CO as CIP Manager and conduct a Retention Program in compliance with the guidelines set forth in references (a) through (e).

(11) Maintain a reference library or locator list of those publications/materials listed in Appendix D of reference (a).

(12) Ensure all officers and enlisted personnel complete the Argus Career Milestone Tracking System Questionnaires as required by reference (d).

(13) Ensure all personnel separating, transferring to Fleet Reserve or retiring receive proper counseling with regards to the Transition Assistance Management Program.

(14) Monitor quality of life issue programs to ensure compliance with directives (i.e., Sponsor program, CDB, Disciplinary Review Board (DRB), and Command Physical Readiness Training (PRT) Program).

g. DCCs. DCCs will assist in administering career counseling functions, promulgating new information and updating supervisory personnel on career retention matters.

(1) Specifically, DCCs will:

(a) Be screened and interviewed by the CCC prior to assignment and attend Naval Station Norfolk CITC.

(b) Maintain an effective tickler file system (CIPM 99) and Career Counselor records. This will ensure scheduled retention interviews are conducted by department and division counselors for personnel under their cognizance.

(c) Schedule, coordinate, conduct, and record interview results as per Appendix B of reference (a).

(d) Attend retention team meetings conducted by the CCC. If unable to attend these meetings, a designated alternate will do so.

(e) Maintain department retention statistics and submit a monthly report of retention-related activities to the CCC via the Department Head not later than the last working day of each month for inclusion in the Command Monthly Internal Report of Career Counseling Activities.

(f) Provide continuous feedback to the CCC concerning positive improvements to the Command Retention Program.

(g) Periodically brief Department Heads on retention related issues within their respective department.

(h) Ensure reenlistment/extension related requests are expeditiously forwarded through the department chain of command. The Department Head will endorse requests for specific programs before forwarding to the CCC, with service record or necessary information attached.

(i) Ensure that those personnel electing to continue their Navy careers by either reenlistment or extension for 24 months or more are to begin the process 90 days prior to EAOS.

(j) Department career counselors are required to complete all 1306/7's and other requests for their prospective departments.

(2) Specifically, division career counselors will:

(a) Be screened and interviewed by the CCC.

(b) Attend monthly Retention Team meetings conducted at the department level.

(c) Conduct scheduled interviews as directed by the department counselor.

(d) Keep division officers and department career counselors informed on retention issues within the division.

(e) Ensure that reenlistment ceremonies are conducted in a manner consistent with the wishes of the member whenever possible and assist the department counselor as directed.

(f) Maintain NAVPERS Form 1160/11 (Career Counselor Record) on all enlisted personnel. Ensure interviews are documented on this form.

6. Naval Station Norfolk Reenlistment Package. Department Heads, Division Officers and department career counselors will ensure that personnel reenlisting or extending their enlistment for 24 months or more are afforded the benefits listed in enclosure (4).

7. Naval Station Norfolk Career Information Program Management (CIPM). In order to effectively provide career information to its personnel, the Naval Station Norfolk CCC is the overall manager of a network of department and division counselors. These counselors are responsible for providing day-to-day counseling, interviews and administration of the retention program within their respective departments/divisions.

8. Commissioning Programs. Various programs are available for enlisted personnel to pursue a commission. The CCC will monitor the applicable instructions/notices concerning these due dates to ensure submission and routing in a timely manner. Personnel applying for a commissioning program will submit a special request chit via the chain of command. The departmental career counselor will ensure eligibility of the individual for the program desired. Completed application packages will be forwarded to the CCC no later than 60 days prior to deadline date. The CCC will check for compliance with all requirements. The Department LCPO will chair local screening boards CDBs for applications to officer programs and convene interview boards as needed. Applications for commissioning programs will normally be due during the approximate time frame noted:

- a. OCS - Anytime to Commander, Naval Recruiting Command.
- b. Naval Academy - 31 January to U.S. Naval Academy, Nominations and Appointments Office.
- c. LDO/CDO - 1 August to Navy Personnel Command (Pers-811D).
- d. STA-21 - 15 July to Chief of Naval Education and Training (CNET).
- e. Medical Enlisted Commissioning Program (MECP) - 1 October to Navy Personnel Command (Pers-811D).

9. Retirement/Transfer to the Fleet Reserve

a. A member's retirement or transfer to the Fleet Reserve will, and only if the member so desires, be preceded by a ceremony designed to express the Navy's appreciation for the many years of faithful and honorable service the member has devoted to his/her country. Each member's preference in the matter of a ceremony will be ascertained prior to the scheduled date of retirement or transfer to the Fleet Reserve. Department Heads will assign a sponsor within the department/division who is the same rank or higher, as appropriate. The sponsor, with the assistance of the Department LCPO, will ensure that all necessary actions are taken to ensure the individual has a smooth transition from active duty to retired or fleet reserve status.

b. All officer and enlisted personnel who are retiring or transferring to the Fleet Reserve are required to attend the four-day Pre-Retirement Seminar or Transition Assistance Program (TAP) class no later than six months prior to scheduled transfer date. Spouses are highly encouraged to attend.

c. The Navy Retired/Retainer Pay Data Form (NAVCOMPT 2272) will be completed at PSD by all service members transferring to the Fleet Reserve/Retired List no later than 60 days prior to scheduled transfer date. The CCC will provide one-on-one counseling to service members and spouses.

10. Reports

a. Division career counselors will submit a written report to the department career counselor. In turn, the department career counselor will combine this information into one report and provide a listing of personnel that reenlisted, separated, transferred to the Fleet Reserve, or retired to include the following:

- (1) Last Name.
- (2) First Name.
- (3) Middle Initial.
- (4) Rate.
- (5) SSN.
- (6) Term (i.e., first, second, careerist, Fleet Reserve).
- (7) Eligibility (Yes/No).
- (8) Race (i.e., Caucasian, Black, Filipino, Asian, Native American, other).
- (9) Year/Month (i.e., 9402).

b. The CCC will submit a monthly report to the CO via the XO, which will include departmental retention statistics, training attendance, the number of individuals eligible for reenlistment, scheduled for transfer to the Fleet Reserve, retirement month, and any other pertinent information.

11. CDB

a. The CDB will ensure that enlisted personnel are provided the guidance needed to ensure optimal career development. This includes professional and personal development and includes the following areas:

- (1) Rating Assignment (GENDETS)
- (2) Warfare Qualifications

- (3) Personnel Qualifications Standards (PQS)
- (4) Military Training
- (5) Voluntary Education
- (6) Officer Programs

b. Reference (e) and this instruction provide responsibilities and program level guidance concerning the conduct of a CDB.

c. The Command CDB is charged with providing each individual with the best possible guidance and advice regarding the candidate's future in the Navy. CDB will make its recommendations based on the individual's qualifications and desires.

12. CMDMC. The CMDMC will ensure that each Departmental LCPO holds sufficient CDBs and professional counseling each month to accommodate all personnel in a timely manner. He will ensure knowledgeable personnel are available to provide meaningful career advice and guidance, and assist departmental CDBs as required. The CMDMC will act as Chairman for the CDB. The Chairman will act as tiebreaker when the voting of the Board is deadlocked. He will ensure that the required membership is present for each meeting of the Board. He will submit Board recommendations to the XO via the Administrative Officer for final approval/disapproval.

13. Department Head. The Department Head will ensure all assigned enlisted personnel are provided the opportunity to appear before the Board at the earliest date. He will screen recommendations of the Board.

14. Department LCPO. Identify those personnel required to attend (i.e., all non-designated personnel, rating entry, exam failure, special program request, etc.) and others who should attend in accordance with reference (e). He/She will ensure CDBs are held at least monthly for all qualified personnel in a timely manner. They will provide the CMDMC with a written recommendation of board actions each month. They will ensure that all requirements to appear before the Board are met. They will provide professional support to enlisted personnel. They will accompany Sailors to all appearances before the CDB.

15. DCC. Interview all newly reporting personnel, providing an explanation of CDB procedures. Determine whether the individual is qualified for the requested program based on rating requirements, past performance, motivation and potential for future growth. Ensure all necessary resource materials and qualifications are available for the board members as well as other pertinent instructions, messages, NAVADMINs, etc., serving as an advisor to the departmental CDB.

16. CCC

a. Indoctrinate all newly reporting personnel on CDB process during Indoctrination Seminars.

b. Schedule those Sailors appearing before the CDB by maintaining a tickler system ensuring all personnel are reviewed on time.

c. Participate as a non-voting, technical advisor to the CDB providing all information available.

d. Ensure all CDB recommendations that require BUPERS approval are submitted at the earliest date upon Executive Officer review.

e. Maintain minutes of all CDBs.

17. CDB Composition

a. Chairman. The Chairman of the CDB is the CMDMC. In the absence of the CMDMC, the most senior LCPO will act as chairman.

b. Advisors. The CCC and ESO.

c. Members. The members are Department LCPOs as selected by the CMDMC, department and/or

d. Divisional Career Counselor, Departmental and/or Divisional Training Petty Officer, Divisional LCPO, member's Work Center Supervisor, and others as necessary to assist the board proceedings.

18. Scheduling and Eligibility Requirements. The CDB will meet at least monthly and after receipt of examination results. The following personnel are to be screened:

a. Newly reported, non-designated personnel will have a CDB at the division or branch level within two weeks of reporting aboard.

b. E-4 - E-8 Personnel. Due to the competitive nature of the Navy-wide advancement selection process, CDBs will also be held for E4-E8 personnel per the schedule outlined in reference (e).

c. Formal counseling of all personnel will also be accomplished when a member attains a standard score of less than 40, has passed, but not advanced (PNAd) at least three times or more, and/or has failed the Navy-wide advancement examination.

d. Personnel within 24 months of reaching High Year Tenure (HYT) and personnel requesting HYT waivers per reference (d).

e. Personnel desiring to apply for any of the following programs:

- (1) Professional growth and goal setting.
- (2) All Class "A" school requests.
- (3) All rating conversion/reversion requests.
- (4) Advancement.
- (5) Education programs to include academic skills and GED.
- (6) Striking for a Rate.
- (7) Physical fitness education.
- (8) All commissioning program applications.

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Distribution:
List 1